

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM	ISSUED	REVISED	CHAPTER	SECTION
	AT-RISK AFTER SCHOOL PROGRAMS POLICY & PROCEDURE MANUAL	7/1/03	12/11 db 2/12 sjc	5	10.6
CHAPTER Chapter 5. Requirements of Management – All Organizations		SUBJECT Civil Rights Compliance Procedure			

Any person alleging discrimination based on a protected class: race, color, national origin, sex, age, or disability has a right to file a complaint within 180 days of the alleged discriminatory action.

To file a complaint of discrimination, write USDA Director, Office of Adjudication 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

The complaint should contain the following information:

- Name, address, and telephone number or other means of contacting the complainant;
- The name(s) and business addresses of the person(s) discriminated against if different than above;
- The agency and department or program that discriminated and any individual, if known;
- *Non employment complaint:* discrimination in the delivery of services or in other discriminatory actions in the department or agency in its treatment of you or others; or  
*Employment complaint:* discrimination in employment by the department or agency
- The base(s) on which the complainant believes these discriminatory actions were taken (race/color, national origin, sex, religion, age and/or disability);
- The date on which the alleged discrimination occurred. Indicate the earliest date of discrimination to the most recent date of discrimination; and
- Explain as clearly as possible what happened, why you believe it happened, and how you were discriminated against. Indicate who was involved. Be sure to include how other persons were treated differently from you.

The complaint can only be accepted when it is signed and dated.

References: FNS Instruction 113-1  
<http://www.fns.usda.gov/cr/justice.htm>  
[http://www.ascr.usda.gov/complaint\\_filing\\_program.html](http://www.ascr.usda.gov/complaint_filing_program.html)